QuickFunds

QUICKPROJECT
FOR ARTS EDUCATION

Application

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QUICKPROJECT FOR ARTS EDUCATION   Application

Neatly handwrite or type in 12-point font. Answer all required narrative questions and attach the completed budget and checklist. Applicant should read Guidelines for current grant program information/eligibility.

Applicant Organization/School District _____

Contact Name _____ Title _____

Address _____ P.O. Box _____

City _____ State _____ Zip _____

County _____ Phone _____

E-mail _____ Cell _____

Website _____ Fax _____

Applicant is acting as a fiscal agent ☐ yes ☐ no

We are located in State Legislative District _____ and in U.S. Congressional District 1 ☐ or District 2 ☐
to find this information go to idahovotes.gov

Is yours a nonprofit organization? ☐ yes ☐ no   Number of years doing business in Idaho _____
Official IRS Name _____

DUNS# *(required)* _____ Federal Tax ID# *(required)* _____
to obtain a DUNS#, go to http://fedgov.dnb.com/webform

If you have received a grant or award, did you submit the required final report? ☐ yes ☐ no

Project Site/School _____

Project
Coordinator _____ Title _____

Address _____ P.O. Box _____

City _____ State _____ Zip _____

County _____ Phone _____

E-mail _____ Fax _____

Project Start Date _____ **Project End Date** _____ **Amount Requested** _____
Projects cannot begin until 3 weeks after deadline

Write a short summary of your project in the space below.

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I certify that the information contained in this application, including attachments and support materials, is true and correct to the best of my knowledge. I have read and agree to comply with the Legal Requirements of accepting this grant.

_____   _____
Applicant/Project Coordinator   Date

_____   _____
Authorizing Official *(person able to legally obligate the applicant)*   Date

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QUICKPROJECT FOR ARTS EDUCATION   Budget

Neatly handwrite or type in 12-point font. Complete all fields. Round to nearest dollar.

Applicant Organization/School District _____

List expenses and revenue that directly relates to the cost of the project described in the application.

EXPENSES			Amount $
PROFESSIONAL SERVICES			
Teaching Artist/Consultant Fee (#hrs x $rate)			
Artist/Consultant Planning Fee (#hrs x $rate)			
Visiting Artist Fee			
ORGANIZATIONAL/SOCIAL WORK (Title) (salaries for school personnel are not eligible)	(annual salary)	(% time on project)	
OTHER EXPENSES			
Lodging			
Travel (airfare or mileage)			
Supplies (attach itemization)			
Evaluation			
Space/Facilities/Equipment Rental			
Postage/Printing			
Other			
		TOTAL EXPENSES	

PROJECT REVENUES

	Amount
Cash	
Government Support	
Other Revenue	
Revenue Subtotal	
In-Kind Contributions*	
TOTAL REVENUES (Revenue Subtotal + In-Kind Contributions)	

ICA GRANT REQUEST ☐

TOTAL PROJECT REVENUE (Total Revenues + ICA Grant Request) ☐

Required cash match and/or in-kind ratio 1:1 (example: request of $1,500 would be matched by at least $1,500) Universities must match with non-university or non-state cash.

*In-kind contributions are goods and services, donated by individuals and organizations other than the applicant, that can be given a cash value. They directly benefit the proposed activity, demonstrate community support, and must correspond with project expenses. Include an itemization of in-kind contributions.

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QUICKPROJECT FOR ARTS EDUCATION   Narrative

*Submit a **two-page** clear and concise narrative that directly responds to the questions below. Number, repeat the five (5) questions, and answer in order. Refer to the evaluation criteria as you write your narrative and select your support materials.*

1. Briefly describe your school/organization; include your arts education mission or school arts goals.

2. Describe what you propose to do, whom it will serve, and what knowledge and skills will be acquired by learners.

3. Describe the sequence of learning activities that will help participants achieve the project's learning goals. Schedules and/or lesson plans may be attached as support materials.

4. Include roles and qualifications of artists, consultants, and/or key personnel.

5. Describe how your project addresses the needs of your school populations or community and how your project will be shared with the larger community.

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QUICKPROJECT FOR ARTS EDUCATION   Checklist

You should include all items on the checklist. Missing items may affect your score. Be sure to use the correct form and carefully check project start and end dates. Be sure to read Application Instructions, Eligibility Requirements for Organizations , and Preparing Work Samples.

Applicant Organization/
School District _____   Date _____

INCLUDE THE CHECKLIST PLUS:

☐ **completed application form**

☐ **completed budget form**

☐ **two-page response to narrative questions**

☐ **résumés of key non-school personnel, consultants, and artists** (as applicable)

☐ **work samples for non-rostered artists, key partners, or organizations**
*Work samples demonstrate the quality of artists and services. They include images, manuscripts, audio, video, or other documentation. **No more than 10.** Include the Work Samples form or an equivalent list.*

☐ **support materials**
*Support materials strengthen your application. They might include brochures, articles, workshop information, letters of acceptance, a schedule of activities, letters of support from a school principal or community partners, curriculum guides, or examples of past student work that demonstrate artistic and educational quality. **No more than 5.***

☐ **an adequately-sized, self-addressed stamped mailer, if you want work samples returned.**

Note: Rostered artists are those included in the Directory of Teaching Artists